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IN REPLY PLEASE REFER TO

WASHINGTON, D.C. 20415  
August 25, 1976

YOUR REFERENCE

# MEMORANDUM FOR INCENTIVE AWARDS ADMINISTRATORS

This is to request your cooperation in publicizing the 1976 Federal Woman's Awards Banquet and Ceremony to be held Wednesday, October 6, 1976 at the Shoreham Americana Hotel.

To assist you in making known this year's awards ceremony to employees of your organization and to encourage their participation, bulletin board posters and flyers have been developed. We would appreciate your cooperation (by adding the name and phone number of the contact person) and by displaying the posters prominently so that all employees will have an opportunity to learn they are welcome to attend.

Banquet tickets will be forwarded to your Director of Personnel during the coming week. He will be requested to coordinate ticket sales and table arrangements for your organization. We anticipate a large attendance in this, our bicentennial year.

Your help in making the program successful will be appreciated. Please call if we can be of assistance to you or can provide further information. (code 101, extension 25568 or 63-25568)

A handwritten signature in dark ink, appearing to read "Richard P. Brengel".

Richard P. Brengel, Director  
Office of Incentive Systems

Attachments

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Next 10 Page(s) In Document Exempt

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